**Portable Space Heater Use Guide**

Upstate Medical University allows space heaters in facilities when the following procedures are followed. Portable electric space heaters are high-wattage appliances that have the potential to ignite combustible materials such as paper, furniture, etc. Leaving space heaters on and unattended near combustible materials is the leading cause of space heater fires. Portable space heaters are **not** permitted to be used in patient sleeping areas, patient treatment areas, dorms, or laboratories.

The following requirements apply to all portable space heaters.

1. All space heaters must be approved by Environmental Health and Safety and Physical Plant/ Plant Operations prior to use.
2. The temperature in the room where the space heater is used must be below 68 degrees Fahrenheit.
   1. Attempts will be made to modify room temperature using the building heating system prior to consideration of a space heater.
3. Space heaters must meet all of the following specifications:
   1. Must be a “Listed Heater” with Underwriters Laboratories, Inc. (look for the UL Listing symbol on the bottom or the back of the unit).
   2. Must have a safety tip-over switch to turn the unit off if it is tipped over.
   3. Heating element must not exceed 212 °F.
   4. Heater must not exceed 1500 watts.

Guidelines:

* Space heaters must be plugged directly into an outlet.
  + Extension cords and power strips are prohibited.
* Heater shall be kept at least 3 feet away from any combustible material (i.e., drapes, furniture, pillows, clothes, paper).
* Inspect the heater, cord and plug prior to use- do not use if any part is damaged, frayed, or worn.
* Do not place heater under desks or run cords under carpets or through doorways.
* Discontinue use if the heater cord, wall outlet or faceplate becomes hot.
* Place the heater on a stable, level surface where it will not be knocked over and away from doorways and egress routes.
* Keep heaters away from water- never touch the heater if you are wet or your hands are wet.
* Space heaters shall be shut off when not attended.

This document is intended as a general guide and does preclude or preempt regulations, policies or procedures that would further prohibit portable space heater use. Please contact Environmental Health and Safety at 315-464-5782 with questions.